

RETURN TO DIVISION

NOTES FOR DISCUSSION AT THE NEXT RECORDS
MANAGEMENT STAFF MEETING.....

1. Service at new Records Center location.
2. Outside telephone calls
3. Heat dismissal
4. Status of employee promotions (see attached)

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5. request for status
of each project
 6. Career Service Program
 7. Promotions of Records
Mgt. personnel
 8. Insurance Program
 9. Status of Projects.

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